

Town of Fremont NH
Request for Proposals
Town Hall Basement Renovations

The Town of Fremont is seeking qualified contractors interested in a renovation project to include the entire basement area of the Fremont Town Hall, located at 295 Main Street in Fremont NH.

At this time, these proposals are being gathered for budgeting purposes, such that the Town can bring forth a proposal to the 2009 Annual Meeting to request funds for the project. This work, if approved at the March 2009 Annual Meeting, would be scheduled sometime in late spring of 2009. Proposals submitted should be good through that time period.

Scope of Work:

The "Project" will be defined as the renovation of the first floor (basement) of the Town of Fremont Town Hall. This area houses the Land Use Office, the Code Official and Building Inspector's Office, the Food Pantry, Land Use Boards meeting room, storage and mechanical area. The scope of work includes removing the existing construction to provide for the new work. This includes electrical, framing and mechanical work. Approximate area to be renovated is 38 x 68 or 2584 square feet +/- . Contractors are encouraged to see the building layout prior to submitting a proposal. Sketches are available to highlight the proposed layout of the new work area.

The "Contractor" will be defined as the party responsible for completing the work. The Contractor will be responsible for providing an itemized list of subcontractors and a line item price list of the cost of the work. The Contractor will also be responsible for providing a schedule of work and coordinating the work to accommodate the Town.

1. General:
 - a. Refer to the plans provided by Gleason Architects for the specific details regarding the work.
 - b. Refer of the specifications and scope of work for the requirements detailed in the plans.
2. Site Work:
 - a. The exterior site work will be for a new exterior door exit/entry (northeast side of building) and includes a small retaining wall and paved (or masonry brick/stone) sidewalk.
 - b. Associated entry work for the new entry door area (existing door at southwest corner of building).
 - c. Locate and remove 1,000 gallon oil tank located outside the existing basement door. Repair disturbed area.
 - d. Provide all necessary temporary barriers/barricades
 - e. Rubbish and debris removal
 - f. Final clean up
 - g. Detail material and cost

3. Concrete:
 - a. An area of the existing concrete slab will be saw cut and removed to accommodate the new plumbing for the bathroom area (approximate area 8' x 10').
 - b. New concrete will be placed to in fill the area that was removed.
 - c. Backfill the area excavated and compact to 95%.
 - d. Provide #4 rebar, doweled into existing slab. Provide new dowels at 24" on center.
 - e. Provide concrete pour minimum 4".
 - f. The concrete should not be sealed until the concrete has cured for at least 7 days.
 - g. Removal of elevated concrete slab area of existing furnace room (approximate area 6' x 8'). Closure and re-fill as specified above.
 - h. Provide for small concrete slab area in area of water tank (approximate area 4' x 4')
 - i. Repair concrete slab as otherwise noted.
 - j. Detail material and cost.
4. Masonry:
 - a. No masonry is specified for this project.
 - b. Cleaning of brick of interior for exposed brick walls as required (painted areas of approximately 8' height x 40' length)
 - c. Detail material and cost
5. Metals:
 - a. Wall framing to be 3 5/8", 20 gauge metal studs at 16" on center or wood wall framing of minimum 2 x 4s at 16" on center.
 - b. Provide associated material for metal studs.
 - c. Detail material and cost
6. Wood and Plastics:
 - a. Wall framing to be 2 x 4s at 16" on center or as above metal studs.
 - b. Blocking for the doors, windows and trim to be wood.
 - c. All trim to be wood. Alternative material will be considered ie: plastic or manufactured wood.
 - d. Detail material and cost.
7. Moisture and Thermal Protection:
 - a. Provide sound barriers in interior walls separating spaces, use sound board or batt insulation, and specify "R" values.
 - b. Detail material and cost.
8. Doors and Windows:
 - a. All exterior doors to be hollow metal.
 - b. Remove existing entrance door and install new exterior entrance door as specified.
 - c. Remove 1 exterior rescue door, reframe and install new vinyl double-hung window in existing bricked opening.
 - d. Install new exterior emergency exit door as specified.
 - e. All interior doors to be pre-finished, solid core birch or equal.
 - f. Provide leveler door handles and all necessary hardware; locks to match Town requirements
 - g. All doors to have self closers.

- 1 h. Exit doors to have exit device push bars.
2 i. Detail material and cost.
3
4 9. Finishes:
5 a. Provide minimum 1/2", type "x" gypsum board or greater, for wall studs and ceiling
6 areas requiring covering.
7 b. Install suspended ceiling in halls, offices, and meeting rooms. Installed tight to
8 ceiling to maximize head room.
9 c. All walls to be primed/painted with 2 coats of paint.
10 d. All trim to be primed/painted with 2 coats of paint.
11 e. All colors and finish material to be reviewed and approved by the Town's
12 representative and the Architect.
13 f. Provide commercial grade vinyl composition tile as shown on the plans.
14 g. All concrete floors to be leveled and prepared to receive the floor finishes.
15 h. Provide commercial grade carpet as shown on plans.
16 i. Detail material and cost.
17
18 10. Specialties:
19 a. One Unisex bathroom
20 b. Provide an approved ADA toilet, sink and all associated bathroom fixtures.
21 i. Mirror, toilet paper holder, paper towel dispenser, grab bars, soap dispenser
22 and etc.
23 c. Provide cabinets, countertop and sink for kitchen area.
24 d. Detail material and cost
25
26 11. Equipment:
27 a. Not used
28
29 12. Furnishings:
30 a. Not used
31
32 13. Special Construction:
33 a. Not used
34
35 14. Conveying Systems:
36 a. Not used
37
38 15. Plumbing:
39 a. Provide all necessary piping for the plumbing fit up to include all drainage, waste,
40 and venting requirements
41 b. Provide a hot water heater and plumbing as required
42 c. Detail material and cost.
43
44 15A Mechanicals:
45 a. Review and provide new heating and cooling system for the entire building. This
46 system replaces the existing system and is to include basement, 1st floor, and 2nd
47 floor.
48 b. Removal old system

- c. Remove/replace existing associated duct.
- d. Additional quote detail required for this area – sizing detail methodology employed to be detailed
- e. Provide hot water solution
- f. Detail material and cost

16. Electrical:

- a. Provide associated wiring for electric service, including emergency lighting, flush mounted ceiling lights and specialty lighting.
- b. Provide new electrical outlets and switches.
- c. Provide new data and phone line hookups/drops
- d. Provide new lay-in light fixtures.
- e. Provide new fan/light in new bathroom.
- f. Provide working fire alarm system. Add or rework the existing system to code.
- g. Detail material and cost

17. Miscellaneous

- a. Detail items, material and cost.
- b. Provide for video/cable access/storage room. Sized not less than 4' x 6' (not shown on plan drawing).

Any specification, code, or design questions can be directed to Thom Roy at the Fremont Town Offices (Building Inspector) at 895 3200 x 18 or by email at FremontBI@comcast.net. Requests to see the building shall also be directed to Thom Roy, and will be done on an appointment basis. In general, Thom is available at the Town Hall from 8:00 am to 10:00 am Monday through Thursday.

Please outline a detailed proposal for all of this work including costs for all labor and materials; for equipment and full installation, as well as any other items Contractor sees as necessary. Successful Contractor will be required to provide full insurance documentation, with certificates naming the Town of Fremont as an additional insured.

Please submit proposals by mail to: Board of Selectmen, PO Box 120, Fremont NH 03044-0120. Proposals can also be hand-delivered to the Selectmen's Office at 295 Main Street in Fremont. Please include three references for which similar work has been performed.

Sealed proposals, clearly marked TOWN HALL RENOVATIONS shall be received not later than Monday November 10, 2008 by 12:00 noon. Bids will be opened and reviewed and tabulated by the Building Inspector and presented to the Selectmen in the two weeks that follow. The Building Inspector will not be available to answer questions after November 6, 2008. Please be sure that you contact him prior to this date for questions or clarifications.

The Town reserves the right to accept or reject any/all bids deemed to be in the best interest of the Town of Fremont.